



MobiVue PMMS

Ajanta Pharma Ltd.

UAT Protocol Cum – Report

Document (Material Return)

Prepared By: Rajeevkumar P

Version Number: 00

BAR CODE INDIA, 145 Udyog Vihar Phase 1, Gurugram, Haryana-122016, PH: 0124 4337555

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**Revision History**

|  |  |  |
| --- | --- | --- |
| Version | Reason of revision | Protocol cum Report effective Date |
| 00 | New |  |

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## Protocol Approval

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M/S Bar Code India Ltd.** | | | | |
| --- | **Name** | **Department** | **Designation** | **Sign & Date** |
| Reviewed By |  | Software | Business Analyst |  |
| Reviewed By |  | Software | Development Lead |  |
| Reviewed By |  | Software | Quality Tester |  |
| Approved By |  | Software | Software Quality Lead |  |

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| --- | --- | --- | --- | --- |
| **Ajanta Pharma Ltd.** | | | | |
| --- | **Name** | **Department** | **Designation** | **Sign & Date** |
| Reviewed By |  |  |  |  |
| Reviewed By |  |  |  |  |
| Reviewed By |  |  |  |  |
| Reviewed By |  |  |  |  |
| Reviewed By |  |  |  |  |
| Reviewed By |  |  |  |  |
| Reviewed By |  |  |  |  |
| Approved By |  |  |  |  |



## Introduction

The purpose of this document is to perform the user acceptance test for the business need identified by the user.

## Objective

The objective of this document is to check the software functionality of developed module at MobiVue PMMS system by the vendor. The User acceptance test protocol cum report is a document that provides detailed procedure to perform the test for UAT.

## Scope

User Acceptance test content details is limited to Material Return from Production Module, which is developed at MobiVue PMMS system for Ajanta Pharma Limited, Guwahati

## Responsibilities

|  |  |
| --- | --- |
| **Responsibilities** | **Details** |
| Vendor | Preparation of the Protocol cum report and execution of the UAT activity. |
| Warehouse | Checking of protocol cum report, check observation against Test data sheet & compile evidences. |
| Information Technology | Checking of protocol cum report & provide support for entire UAT execution. |
| Quality Assurance | Review of protocol cum report and provide approval of UAT document. |

## Instructions & Pre-requisite for execution of the UAT activity

|  |  |
| --- | --- |
| 1. The UAT of system shall be conducted by BCI team in presence of representatives from user, IT and QA department. | |
| 1. Check for the availability of User requirement specification, the Function Design specification & Installation qualification of the specific module before starting of the UAT activity and record in below table. 2. Check and ensure all the electrical and other connectivity of all the equipment’s and integrated systems and record in below table. | |
| |  |  |  |  | | --- | --- | --- | --- | | **Sr. No.** | **Document** | **Status** | **Checked By Sign /Date** | | 1. | User Requirement Specifications (URS) |  |  | | 2. | Functional Designing Specification (FDS) for the module |  |  | | 3. | Electrical and other connectivity of all the equipment’s and integrated systems |  |  | | 4. | All the Masters created related to the module |  |  | | 5. | All required accessories to execute the UAT of the Module |  |  | | |
|  |

## Material Return from Production Adjustment Test

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Module Name: Material Return from Production** | | | | | |
| **Sub Module Name : NA** | | | | | |
| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | **Performed By** |
| **Pass/Fail** | **Reference screen shot no. of  Annex 1** |
|  | **Test Step 1: Verification of Material Return in UOM NOS** | | | | |
| 1.0 | User will login into Application by using valid credentials | User should able to login the system. | □ Pass  □ Fail |  |  |
| 2.0 | Click on the Material Return from production module. | System should display Material Return from production screen with Filter, Search, Add button and Grid with Return Date, Material Document number, Product Code, Product Name, Product Batch No., Material Code, Material Description, SAP Batch no., Return Quantity, UOM, Return Material Barcode, Action, Reason for return, Status data. | □ Pass  □ Fail |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | | | **Performed By** |
| **Pass/Fail** | | **Reference screen shot no. of  Annex 1** | |
| 3.0 | Click on Add button | System should display Add Material Return From Production screen with Material Document Number, Grid Columns, Batch no., Product Description, Quantity, Remaining Quantity, UOM, Container Sr. No., Quantity, Remark, Select Printer, Print, Close Fields | □ Pass  □ Fail | |  | |  |
| 4.0 | Select the Material document number from the dropdown | System should display with material details against selected the material document number in Grid format: Selection Icon, Line No., Process order/Reservation no., Product Code, Product Description, Product Batch No., Batch Size, Material Code, Material Description, SAP Batch No., MFG date, Expiry Date, AR number, UOM, Return Quantity, Storage location, Movement type, Header Text, Remark | □ Pass  □ Fail | |  | |  |
| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | | **Performed By** | |
| **Pass/Fail** | **Reference screen shot no. of  Annex 1** | |
| 5.0 | Select the Material form the list for which label to be generate | System should fetch details Batch No, Product Description, Quantity, Remaining Quantity, UOM against the selected Material | □ Pass  □ Fail | |  |  | |
| 6.0 | Select Container Sr. No.\* from the dropdown | System should allow to select the Container Sr. No.\* from the dropdown | □ Pass  □ Fail | |  |  | |
| 7.0 | Enter the Quantity in NOS of individual Container | System should allow to enter the Quantity in NOS | □ Pass  □ Fail | |  |  | |
| 8.0 | Enter the remark | System should allow to enter the Remark | □ Pass  □ Fail | |  |  | |
| 9.0 | Select the Print from the dropdown | System should allow to select the printer from the drop down to print the label | □ Pass  □ Fail | |  |  | |
| 10.0 | Click on Print Button | System should redirect to Main Grid Screen and Display the success message "Printed Successfully" | □ Pass  □ Fail | |  |  | |

| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | **Performed By** |
| --- | --- | --- | --- | --- | --- |
| **Pass/Fail** | **Reference screen shot no. of  Annex 1** |
|  | **Test Step 2: Verification of Material Return in UOM KG** | | | | |
| 11.0 | Follow the procedure as per the Test Sr. No. 1.0 to 6.0 of Test Step 1 | System should run as per the Test procedure | □ Pass  □ Fail |  |  |
| 12.0 | Scan/ Enter Balance for initial reading | System should fetch initial reading | □ Pass  □ Fail |  |  |
| 13.0 | Enter the Tare weight | System should allow to enter the tare weight | □ Pass  □ Fail |  |  |
| 14.0 | Scan/Enter balance ID | System Should fetch the Gross weight and Auto calculate the Net Weight | □ Pass  □ Fail |  |  |
| 15.0 | Enter Remark | System should allow to enter Remark | □ Pass  □ Fail |  |  |
| 16.0 | Verify the container in the MobiVue PMMS stock | The container should not display in the MobiVue PMMS stock | □ Pass  □ Fail |  |  |
| 17.0 | Select the Printer from the dropdown | System should allow to select the printer from the drop down to print the label | □ Pass  □ Fail |  |  |

| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | **Performed By** |
| --- | --- | --- | --- | --- | --- |
| **Pass/Fail** | **Reference screen shot no. of  Annex 1** |
| 18.0 | Click on Print Button | System should redirect to Main Grid Screen and Display the success message "Printed Successfully" | □ Pass  □ Fail |  |  |
|  | **Test Step 3: Verification of Reprint Label** | | | | |
| 19.0 | User will login into Application by using valid credentials | User should able to login the system. | □ Pass  □ Fail |  |  |
| 20.0 | Click on the Material Return from production module. | System should display Material Return from production screen with Filter, Search, Add button and Grid with Return Date, Material Document number, Product Code, Product Name, Product Batch No., Material Code, Material Description, SAP Batch no., Return Quantity, UOM, Return Material Barcode, Action, Reason for return, Status data. | □ Pass  □ Fail |  |  |
| 21.0 | Click On View action from Action | System should view the selected material Returns from production details screen | □ Pass  □ Fail |  |  |
| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | **Performed By** |
| **Pass/Fail** | **Reference screen shot no. of  Annex 1** |
| 22.0 | Select the Printer from the dropdown | System should allow to select the printer from the drop down to print the label | □ Pass  □ Fail |  |  |
| 23.0 | Click on Reprint button | System should display a screen for Range print with Enter Range, Comment, Select Printer, Print and Close button | □ Pass  □ Fail |  |  |
| 24.0 | Enter the Range | System should allow to enter the range for the container Reprint is needed | □ Pass  □ Fail |  |  |
| 25.0 | Enter the comment | System should allow to enter the Comment | □ Pass  □ Fail |  |  |
| 26.0 | Select the Printer from the dropdown | System should allow to select the printer from the drop down | □ Pass  □ Fail |  |  |
| 27.0 | Click on Print Button | System should redirect to Main Grid Screen and Display the success message "Printed Successfully" | □ Pass  □ Fail |  |  |

| **Test Sr. No.** | **Test Procedure** | | **Acceptance Criteria** | **Observation** | | | **Performed By** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Pass/Fail** | | **Reference screen shot no. of  Annex 1** |
|  | **Test Step 4: Verification of Material return from production Back button** | | | | | | |
| 28.0 | Follow the procedure as per the Test Sr. No. 20.0 to 23.0 of Test Step 3 | | System should run as per the Test procedure | □ Pass  □ Fail | |  |  |
| 29.0 | Click on Back Button | | System should Redirect to Main Grid screen | □ Pass  □ Fail | |  |  |
|  | **Test Step 5: Verification of Grid Filter Apply button** | | | | | | |
| 30.0 | User will login into Application by using valid credentials | User should able to login the system. | | | □ Pass  □ Fail |  |  |
| 31.0 | Click on the Material Return from production module. | System should display Material Return from production screen with Filter, Search, Add button and Grid with Return Date, Material Document number, Product Code, Product Name, Product Batch No., Material Code, Material Description, SAP Batch no., Return Quantity, UOM, Return Material Barcode, Action, Reason for return, Status datas. | | | □ Pass  □ Fail |  |  |

| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | **Performed By** |
| --- | --- | --- | --- | --- | --- |
| **Pass/Fail** | **Reference screen shot no. of  Annex 1** |
| 32.0 | Click on Filter | Select the Product code, Product name, Product Batch No., Document No. as per requirement | □ Pass  □ Fail |  |  |
| 33.0 | Click on Apply Button | System should display the details in the Grid as per Selected Filter combination | □ Pass  □ Fail |  |  |
|  | **Test Step 6: Verification of Grid Filter Clear button** | | | | |
| 34.0 | Follow the procedure as per the Test Sr. No. 31.0 to 33.0 of Test Step 4 | System should run as per the Test procedure | □ Pass  □ Fail |  |  |
| 35.0 | Click on Clear button | System should clear the filter and Redirect to Main Grid screen | □ Pass  □ Fail |  |  |
|  | **Test Step 7: Verification of Grid Search** | | | | |
| 36.0 | User will login into Application by using valid credentials | User should able to login the system. | □ Pass  □ Fail |  |  |

| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | **Performed By** |
| --- | --- | --- | --- | --- | --- |
| **Pass/Fail** | **Reference screen shot no. of  Annex 1** |
| 37.0 | Click on the Material Return from production module. | System should display Material Return from production screen with Filter, Search, Add button and Grid with Return Date, Material Document number, Product Code, Product Name, Product Batch No., Material Code, Material Description, SAP Batch no., Return Quantity, UOM, Return Material Barcode, Action, Reason for return, Status data. | □ Pass  □ Fail |  |  |
| 38.0 | Enter search value | System should fetch the value for Material document no., Product Code, Product Name, Product Batch no., Material Code, Material description and SAP batch no. and system should display the details in the Grid as per the value entered in the search | □ Pass  □ Fail |  |  |

| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | **Performed By** |
| --- | --- | --- | --- | --- | --- |
| **Pass/Fail** | **Reference screen shot no. of  Annex 1** |
|  | **Test Step 8: Verification of Palletization after material is returned** | | | | |
| 39.0 | Follow the procedure as per the Test Step 1 | System should run as per the Test procedure | □ Pass  □ Fail |  |  |
| 40.0 | System will allow to do palletization for the container for which material is returned | System should allow to do Palletization for which material is returned | □ Pass  □ Fail |  |  |
| 41.0 | System will update the Material Return Quantity | Mobivue PMMS stock should update as per the material Return quantity | □ Pass  □ Fail |  |  |
|  | **Test Step 9: Verification of Put away after material is returned** | | | | |
| 42.0 | Follow the procedure as per the Test Step 1 | System should run as per the Test procedure | □ Pass  □ Fail |  |  |
| 43.0 | System will allow to do Put away for the container for which material is returned | System should allow to do Put away for which material is returned | □ Pass  □ Fail |  |  |
| 44.0 | System will update the Material Return Quantity | Mobivue PMMS stock should update as per the material Return quantity | □ Pass  □ Fail |  |  |

| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | **Performed By** |
| --- | --- | --- | --- | --- | --- |
| **Pass/Fail** | **Reference screen shot no. of  Annex 1** |
|  | **Test Step 10: Verification of Bin to Bin after material is returned** | | | | |
| 45.0 | Follow the procedure as per the Test Step 1 | System should run as per the Test procedure | □ Pass  □ Fail |  |  |
| 46.0 | System will allow to do Bin to Bin for the container for which material is returned | System should allow to do Bin to Bin for which material is returned | □ Pass  □ Fail |  |  |
| 47.0 | System will update the Material Return Quantity | Mobivue PMMS stock should update as per the material Return quantity | □ Pass  □ Fail |  |  |
|  | **Test Step 11: Verification of material document is removed from the drop down after material returned** | | | | |
| 48.0 | Follow the procedure as per the Test Step 2 | System should run as per the Test procedure | □ Pass  □ Fail |  |  |
| 49.0 | User will login into Application by using valid credentials | User should able to login the system. | □ Pass  □ Fail |  |  |

| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | **Performed By** |
| --- | --- | --- | --- | --- | --- |
| **Pass/Fail** | **Reference screen shot no. of  Annex 1** |
| 50.0 | Click on the Material Return from production module. | System should display Material Return from production screen with Filter, Search, Add button and Grid with Return Date, Material Document number, Product Code, Product Name, Product Batch No., Material Code, Material Description, SAP Batch no., Return Quantity, UOM, Return Material Barcode, Action, Reason for return, Status data. | □ Pass  □ Fail |  |  |
| 51.0 | Click on Add button | System should display Add Material Return From Production screen with Material Document Number, Grid Columns, Batch no., Product Description, Quantity, Remaining Quantity, UOM, Container Sr. No., Quantity, Remark, Select Printer, Print, Close Fields | □ Pass  □ Fail |  |  |

| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | **Performed By** |
| --- | --- | --- | --- | --- | --- |
| **Pass/Fail** | **Reference screen shot no. of  Annex 1** |
| 52.0 | Select the material Document number for which For which Material return is already completed | System should not display the Material document number in the dropdown, for which material return is completed | □ Pass  □ Fail |  |  |
|  | **Test Step 12: Verification of Container for which material return already Completed** | | | | |
| 53.0 | Follow the procedure as per the Test Sr. No. 1.0 to 5.0 of Test Step 1 | System should run as per the Test procedure | □ Pass  □ Fail |  |  |
| 54.0 | Select Container Sr. No.\* for which material return is already completed | System should allow to select the Container Sr. No.\* from the dropdown | □ Pass  □ Fail |  |  |
| 55.0 | Scan/ Enter Balance for initial reading | System should fetch initial reading | □ Pass  □ Fail |  |  |
| 56.0 | Enter the Tare weight | System should allow to enter the tare weight | □ Pass  □ Fail |  |  |
| 57.0 | Scan/Enter balance ID | System Should fetch the Gross weight and Auto calculate the Net Weight | □ Pass  □ Fail |  |  |
| 58.0 | Enter Remark | System should allow to enter Remark | □ Pass  □ Fail |  |  |

| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | **Performed By** |
| --- | --- | --- | --- | --- | --- |
| **Pass/Fail** | **Reference screen shot no. of  Annex 1** |
| 59.0 | Select the Printer from the dropdown | System should allow to select the printer from the drop down to print the label | □ Pass  □ Fail |  |  |
| 60.0 | Click on Print Button | System should display validation message" Selected Container Sr. No. already exists." | □ Pass  □ Fail |  |  |
|  | **Test Step 13: Verification of Quantity which is more than Remaining Quantity.** | | | | |
| 61.0 | Follow the procedure as per the Test Sr. No. 1.0 to 6.0 of Test Step 1 | System should run as per the Test procedure | □ Pass  □ Fail |  |  |
| 62.0 | Scan/ Enter Balance for initial reading | System should fetch initial reading | □ Pass  □ Fail |  |  |
| 63.0 | Enter the Tare weight | System should allow to enter the tare weight | □ Pass  □ Fail |  |  |
| 64.0 | Keep the Gross and tare weight more than Remaining Quantity | System should allow to Keep the Gross and tare weight more than Remaining Quantity | □ Pass  □ Fail |  |  |
| 65.0 | Scan/Enter balance ID | System Should fetch the Gross weight and Auto calculate the Net Weight | □ Pass  □ Fail |  |  |
| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | **Performed By** |
| **Pass/Fail** | **Reference screen shot no. of  Annex 1** |
| 66.0 | Enter Remark | System should allow to enter Remark | □ Pass  □ Fail |  |  |
| 67.0 | Select the Printer from the dropdown | System should allow to select the printer from the drop down to print the label | □ Pass  □ Fail |  |  |
| 68.0 | Click on Print Button | System should display validation message" Quantity is more than Remaining Quantity." | □ Pass  □ Fail |  |  |
|  | **Test Step 14: Verification of Balance Compulsory use** | | | | |
| 69.0 | Follow the procedure as per the Test Sr. No. 1.0 to 6.0 of Test Step 1 | System should run as per the Test procedure | □ Pass  □ Fail |  |  |
| 70.0 | Enter Balance for initial reading | System should allow to enter the Balance for initial reading and system will display balance use Remark | □ Pass  □ Fail |  |  |
| 71.0 | Enter the initial reading | System should allow to enter the initial reading | □ Pass  □ Fail |  |  |
| 72.0 | Enter the Tare weight | System should allow to enter the tare weight | □ Pass  □ Fail |  |  |

| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | **Performed By** |
| --- | --- | --- | --- | --- | --- |
| **Pass/Fail** | **Reference screen shot no. of  Annex 1** |
| 73.0 | Enter Balance ID | System Should allow to enter Balance Id | □ Pass  □ Fail |  |  |
| 74.0 | Enter the Gross weight | System Should Allow to enter the Gross weight and Auto calculate the Net Weight | □ Pass  □ Fail |  |  |
| 75.0 | Enter Remark | System should allow to enter Remark | □ Pass  □ Fail |  |  |
| 76.0 | Select the Printer from the dropdown | System should allow to select the printer from the drop down to print the label | □ Pass  □ Fail |  |  |
| 77.0 | Click on Print Button | System should redirect to Main Grid Screen and Display the success message "Printed Successfully" | □ Pass  □ Fail |  |  |

| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | **Performed By** |
| --- | --- | --- | --- | --- | --- |
| **Pass/Fail** | **Reference screen shot no. of  Annex 1** |
|  | **Test Step 15: Verification of Balance Compulsory use** | | | | |
| 78.0 | User will login into Application by using valid credentials | User should able to login the system. | □ Pass  □ Fail |  |  |
| 79.0 | Click on the Material Return from production module. | System should display Material Return from production screen with Filter, Search, Add button and Grid with Return Date, Material Document number, Product Code, Product Name, Product Batch No., Material Code, Material Description, SAP Batch no., Return Quantity, UOM, Return Material Barcode, Action, Reason for return, Status data. | □ Pass  □ Fail |  |  |

| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | **Performed By** |
| --- | --- | --- | --- | --- | --- |
| **Pass/Fail** | **Reference screen shot no. of  Annex 1** |
| 80.0 | Click on Add button | System should display Add Material Return From Production screen with Material Document Number, Grid Columns, Batch no., Product Description, Quantity, Remaining Quantity, UOM, Container Sr. No., Quantity, Remark, Select Printer, Print, Close Fields | □ Pass  □ Fail |  |  |
| 81.0 | Select the Material document number from the dropdown | System should display with material details against selected the material document number in Grid format: Selection Icon, Line No., Process order/Reservation no., Product Code, Product Description, Product Batch No., Batch Size, Material Code, Material Description, SAP Batch No., MFG date, Expiry Date, AR number, UOM, Return Quantity, Storage location, Movement type, Header Text, Remark | □ Pass  □ Fail |  |  |

| **Test Sr. No.** | **Test Procedure** | **Acceptance Criteria** | **Observation** | | **Performed By** |
| --- | --- | --- | --- | --- | --- |
| **Pass/Fail** | **Reference screen shot no. of  Annex 1** |
| 82.0 | "Select the Material from the list for which PMMS stock UOM is different than the UOM of the material received from Production | System should fetch details Batch No, Product Description, Quantity, Remaining Quantity, UOM against the selected Material | □ Pass  □ Fail |  |  |
| 83.0 | Select Container Sr. No.\* from the dropdown | System should allow to select the Container Sr. No.\* from the dropdown | □ Pass  □ Fail |  |  |
| 84.0 | Scan/ Enter Balance for initial reading | System should fetch initial reading | □ Pass  □ Fail |  |  |
| 85.0 | Enter the Tare weight | System should allow to enter the tare weight | □ Pass  □ Fail |  |  |
| 86.0 | Scan/Enter balance ID | System Should fetch the Gross weight and Auto calculate the Net Weight | □ Pass  □ Fail |  |  |
| 87.0 | Enter Remark | System should allow to enter Remark | □ Pass  □ Fail |  |  |
| 88.0 | Select the Printer from the dropdown | System should allow to select the printer from the drop down to print the label | □ Pass  □ Fail |  |  |
| 89.0 | Click on Print Button | System should redirect to Main Grid Screen and display the success message "Printed Successfully" | □ Pass  □ Fail |  |  |
| 90.0 | Stock will get updated with conversion of UOM as per PMMS stock | System should update the Stock as per the conversion of the UOM | □ Pass  □ Fail |  |  |

## Deviation Sheet

|  |  |
| --- | --- |
| Description of Deviation |  |
| Serial No./Page no. |  |
| Initiated by Sign/Date | |
| Investigation findings |  |
| Investigation done by  (Sign/Date) | |
| Impact Assessment |  |
| GMP Criticality (Major/Minor) |  |
| Corrective action |  |
| Investigation Team Member |  |
| Reviewed by (Sign/Date) | |
| Approved by (Sign/Date) | |
| Closure date |  |

## Summary and Conclusion

## Post Approval

In the list below all persons having participated in the execution of UAT and having signed on any of the tests are identified with their full name, department and function and their signature. With this signature the test participant confirms awareness of procedures to be followed in qualification tests and completion of associated documentation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ajanta Pharma Ltd** | | | | |
| **--** | **Name** | **Department** | **Designation** | **Sign & Date** |
| Reviewed By |  |  |  |  |
| Reviewed By |  |  |  |  |
| Reviewed By |  |  |  |  |
| Reviewed By |  |  |  |  |
| Reviewed By |  |  |  |  |
| Reviewed By |  |  |  |  |
| Approved By |  |  |  |  |