Republic of the Philippines
Department of Health
ZAMBOANGA CITY MEDICAL CENTER
Dr. D. Evangelista St., Sta. Catalina, Zamboanga City, 7000

ZCMC Employees Portal
User Management Information System (UMIS) v.1.0
Quality Assurance Testing

Process Completion And User Acceptance Checklist

COMMON USER MODULES

Welcome to the UMIS Quality Assurance Testing process. Your feedback is invaluable in ensuring the quality and usability of our system. This testing is specifically tailored for common/regular users without administrative or supervisory functions, as your perspective is crucial in assessing the software's suitability for everyday use within the organization.

As part of this testing phase, we kindly ask you to complete the following checklist. Your input will help us identify any issues or areas for improvement, ensuring that the system meets the highest standards of quality and user satisfaction among our regular staff members.

Please take your time to thoroughly review the system and its modules and provide detailed feedback using the checklist provided. Thank you for your participation and contribution to our software development efforts!

Part 1. Demographics

Participant information	
Full name:	
Office:	
Designation:	
Signature (required):	

Part 2. Evaluation

Instructions for Evaluating the System

In the succeeding sections, please carefully evaluate each aspect of the system using the following 4-point scale:

4 - Strongly Agree: If you strongly believe that the aspect meets your expectations and performs exceptionally well, select this option.

3 - Agree: If you believe that the aspect generally meets your expectations, with some room for improvement, select this option.

2 - Disagree: If you believe that the aspect does not fully meet your expectations and requires significant improvements, select this option.

1 - Strongly Disagree: If you strongly believe that the aspect does not meet your expectations and is unsatisfactory, select this option.

0 - Not Observed or Tested: If you did not observe or test the aspect, select this option.

Please consider the following guidelines while evaluating each aspect:

- Functionality:
  - Evaluate the functionality of the system in terms of its ability to perform tasks accurately and efficiently.
  - Consider whether all features and functionalities work as expected and fulfill their intended purpose.
- User Interface (UI) / User Experience (UX):
  - Evaluate the user interface design and user experience of the system.
  - Consider factors such as ease of navigation, clarity of information, and overall intuitiveness.
- Performance:
  - Evaluate the performance of the system in terms of speed, responsiveness, and stability.

- ○ Consider whether the system operates smoothly without significant delays or crashes.
- ● Reliability:
  - ○ Evaluate the reliability of the system in terms of its ability to consistently deliver accurate results.
  - ○ Consider factors such as error handling, data integrity, and system stability under various conditions.

For each aspect, select the appropriate rating based on your experience and observations. If you encounter any issues or have specific feedback to share, please provide additional comments in the space provided.

Thank you for your attention to detail and for providing valuable feedback. Your input will help us enhance the quality and performance of our system.

Module 1:		System Access and Account Management	
#	**Scenario**	**Test cases**	**Rating**
1	View and access the system	I am able to access and view the portal homepage	
2	Open login page	I am able to navigate to the login page (My Portal)	
3	Login	I am able to login to the system using my employee ID and password	
4	Create personal password	I am able to change my initial password on my first login (create a new password)	
5	Retrieve OTP	I am able to receive a one-time passcode (OTP)	
6	Manage authentication	I am able to enable/disable the two-factor authentication	
7	Manage password	I am able to update my password	
8	Navigation	I am able to view and navigate to modules I have given	

		access to	
9	Logout	I am able to logout from the system	
Comments, suggestions and recommendations			

Module 2:		**Employee Management**	
#	**Scenario**	**Test cases**	**Rating**
1	View employee account information	I am able to view my personal information	
Comments, suggestions and recommendations			

Module 3:		**Scheduling**	
#	**Scenario**	**Test cases**	**Rating**
1	Open schedule page	I am able to navigate to, and access the schedule page through the sidebar.	
2	View my schedule	I am able to view my actual monthly work schedule calendar	
Comments, suggestions and recommendations			

Module 4:		Daily Time Records (DTR)	
#	Scenario	Test cases	Rating
1	Open module	I am able to navigate to, and access the Daily Time Records Module	
2	View biometric logs	I am able to view my daily biometric logs	
3	View my DTR	I am able to view my own daily time records	
4	Generate and print DTR	I am able to generate and print my daily time records	
Comments, suggestions and recommendations			

Module 5:		Swap Schedule	
#	Scenario	Test cases	Rating
1	Open module	I am able to navigate to, and access the Swap Schedule Management Module	
2	Request swap schedule	I am able to submit an application for swap schedules	
3	View my requests	I am able to see my submitted swap schedule requests	
4	Manage swap schedule requests	I am able to approve or decline a swap schedule request sent by other employees	
5	View request information	I am able to view information and track the approval statuses of my swap schedule requests	
Comments, suggestions and recommendations			

Module 6:		Leave Management	
#	Scenario	Test cases	Rating
1	Open module	I am able to navigate to, and access the Leave Management Module	
2	Apply for leave	I am able to submit an application for leave	
3	Apply for different leave types (credited and special leave types)	I am able to select and apply for different leave types depending on my needs	
4	View list of leave applications	I am able to view the list of my leave applications	
5	View leave request information and status	I am able to view information and track the approval statuses of my leave requests	
Comments, suggestions and recommendations			

Module 7:		Compensatory Time-off Management	
#	Scenario	Test cases	Rating
1	Open module	I am able to navigate to, and access the Compensatory Time-off Management Module	

2	Apply for CTO	I am able to submit an application for CTO	
3	View CTO requests	I am able to see my CTO requests	
4	View leave request information and status	I am able to view information and track the approval statuses of my leave requests	
Comments, suggestions and recommendations			

Module 8:		**On-call Duty Management**	
#	**Scenario**	**Test cases**	**Rating**
1	Open module	I am able to navigate to, and access the On-call Duty Management Module	
2	View on-call requests	I am able to see my on-call requests	
Comments, suggestions and recommendations			

Module 9:		**Overtime Management**	
#	**Scenario**	**Test cases**	**Rating**
1	Open module	I am able to navigate to, and access the Overtime Management Module	

| 2 | View overtime requests | I am able to see my overtime requests | |

Comments, suggestions and recommendations

Module 10:		Official Time (OT)	
#	**Scenario**	**Test cases**	**Rating**
1	Open module	I am able to navigate to, and access the Official Time Management Module	
2	Apply for OT	I am able to submit an application for official time	
3	View submitted applications	I am able to see the list of my OT applications	
4	View request information	I am able to view information and track the approval statuses of my OT requests	

Comments, suggestions and recommendations

Module 11:		Official Business (OB)	
#	**Scenario**	**Test cases**	**Rating**
1	Open module	I am able to navigate to, and access the Official Business Management Module	

2	Apply for OB	I am able to submit an application for official business	
3	View submitted applications	I am able to see the list of my OB applications	
4	View request information	I am able to view information and track the approval statuses of my OB request	
Comments, suggestions and recommendations			

Module 12:		**Leave Monetization**	
#	**Scenario**	**Test cases**	**Rating**
1	Open module	I am able to navigate to, and access the Leave Monetization Management Module	
2	View leave balances	I am able to view my convertible leave balances real-time	
3	Apply for leave monetization	I am able to submit an application for leave monetization	
4	View submitted applications	I am able to see the list of my leave monetization applications	
5	View request information	I am able to view information and track the approval statuses of my leave monetization request	
Comments, suggestions and recommendations			

Part 3. User acceptance evaluation

#	As a user, I would say that	Rating
1	Navigating through different pages and system modules were easy for me	
2	Typographical and visual contents are legible and comprehensible	
3	All elements (e.g. links, sidebar and buttons) of the system works as expected and I could understand how to use the features available on my access rights	
4	All functions of the system module(s) that I have access to are relevant and useful to my work and designation as an employee	
5	I could easily view the records in modules I have access to based on my access rights	
6	The system gives me a sense of security of all my personal data and information	
7	The system performs reasonably fast enough to adapt to my workflow and requirements	
8	I could easily interact with the system's interface elements such as buttons, links, etc. as they are not that hard to select and use	
9	It was easy for me to learn how to use this system	
10	The system shows error messages in some scenarios and gave me clear solutions on how to fix or approach certain scenarios	
11	The system informs me if it is processing or loading something in the background	
12	The system information was effective in helping me complete the tasks and scenarios	
13	The system provided adequate information	

14	Based on my own observation, the system information across all modules I have on my access rights are accurate	
15	The interface (GUI) of this system is pleasant and modern	
16	I had a better experience in using the new UMIS as compared to the HR Bliz	
17	Overall, I am satisfied with this system	
18	The system met my minimum expectations and I believe it is ready for release	

Comments, suggestions and recommendations