



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

**Process Completion And User Acceptance Checklist**

**SUPERVISOR ADMINISTRATION 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 Supervisor Administrators, as your expertise and insights are essential in evaluating the system's functionality and suitability for managing Supervisory tasks 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 HR professionals.

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):	



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## 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	Action	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 your 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 PIN	I am able to change my authorization PIN	
8	Manage password	I am able to update my password	
9	Navigation	I am able to view and navigate to modules I should have access to	
10	Logout	I am able to logout from the system	
Comments, suggestions and recommendations			



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Module 2:		My Employees	
#	Scenario	Action	Rating
1	Open module	I am able to navigate to, and access the Employee Management Module	
2	View list of employees under my supervisory	I am able to view the list of employees assigned to my area of supervision	
Comments, suggestions and recommendations			

Module 3:		Leave Management	
#	Scenario	Action	Agree
1	Open dashboard	I am able to navigate to, and access the Leave Management Dashboard	
2	View list of leave applications	I am able to view the list of leave requests	
3	View leave request information	I am able to view information and track the approval statuses of leave requests	
4	Approve/decline	I am able to approve/decline a leave request	
5	Automatic exporting and	The system automatically downloads and prints an	



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	printing request	approved leave request	
6	Assign officer in charge (limited to some supervisors)	I am able to optionally assign an officer in charge (OIC) when applying for leave request (Vacation leave, Forced Leave)	
7	Verify OIC assignment	I am able to verify if an OIC assignment accurately reflects on my leave requests, whichever has an OIC assigned as requested	
<b>Comments, suggestions and recommendations</b>			

<b>Module 4:</b>		<b>Official Business (OB)</b>	
#	Scenario	Test cases	Rating
1	Open dashboard	I am able to navigate to, and access the Official Business Management Module	
2	View list of OB applications	I am able to view the list of official business requests	
3	View OB request information	I am able to view information and track the approval statuses of an OB request	
4	Approve/decline	I am able to approve/decline an OB request	
<b>Comments, suggestions and recommendations</b>			



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Module 5:		Official Time (OT)	
#	Scenario	Test cases	Rating
1	Open dashboard	I am able to navigate to, and access the Official Time Management Module	
2	View list of OT applications	I am able to view the list of official time requests	
3	View OT request information	I am able to view information and track the approval statuses of an OT request	
4	Approve/decline	I am able to approve/decline an OT request	
Comments, suggestions and recommendations			

Module 6:		Overtime Management	
#	Scenario	Test cases	Rating
1	Open dashboard	I am able to navigate to, and access the Overtime Management Module	
2	View list of overtime applications	I am able to view the list of overtime requests	
3	View request information	I am able to view information and track the approval statuses of an overtime request	
4	Approve/decline	I am able to approve/decline an overtime request	
Comments, suggestions and recommendations			



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Module 7:		Compensatory Time-off (CTO)	
#	Scenario	Test cases	Agree
1	Open dashboard	I am able to navigate to, and access the Compensatory Time-off Management Module	
2	View list of CTO applications	I am able to view the list of compensatory time-off requests	
3	View CTO request information	I am able to view information and track the approval statuses of a CTO request	
4	Approve/decline	I am able to approve/decline a CTO request	
Comments, suggestions and recommendations			

Module 8:		Schedule Management	
#	Scenario	Action	Agree
1	Open module	I am able to navigate to, and access the Schedule Management Module	
2	Create monthly schedules for employees	I am able to create and save monthly schedules for my employees	
3	Drag to assign one shift for consecutive days	I am able to assign a shift on consecutive calendar days	



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4	View monthly schedules	I am able to view the monthly schedules of employees	
5	Change employee schedule	I am able to change and remove schedules of an employee	
6	Schedule information accuracy	The schedules I have made accurately reflect on the system	
7	Generate and print schedules	I am able to generate and print monthly schedules for employees	
<b>Comments, suggestions and recommendations</b>			

<b>Module 9:</b>		<b>On-call Duty Management</b>	
#	Scenario	Test cases	Rating
1	Open dashboard	I am able to navigate to, and access the On-call Management Module	
2	Request for on-call	I am able to submit a on-call request	
3	View list of on-call applications	I am able to view the list of on-call requests	
4	View on-call request information	I am able to view information and track the approval statuses of an on-call request	
5	Approve/decline	I am able to approve/decline an on-call request	
<b>Comments, suggestions and recommendations</b>			





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Module 10:		Pull-out Duty Management	
#	Scenario	Action	Rating
1	Open dashboard	I am able to navigate to, and access the Pull-out Management Module	
2	Request for pull-out	I am able to submit a pull-out request	
3	View list of pull-out applications	I am able to view the list of pull-out requests	
4	View pull-out request information	I am able to view information and track the approval statuses of a pull-out request	
5	Approve/decline	I am able to approve/decline a pull-out request	
Comments, suggestions and recommendations			

Module 11:		Swap schedules	
#	Scenario	Action	Rating
1	Open module	I am able to navigate to, and access the Swap Schedules Management Module	
2	View request information	I am able to view information and track the approval statuses of a swap schedule request	



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3	View list of requests	I am able to see the list of swap schedules requests	
4	Approve/decline applications	I am able to approve/decline a swap schedule request	
<b>Comments, suggestions and recommendations</b>			

<b>Module 10:</b>		<b>Request for overtime</b>	
#	Scenario	Test cases	Rating
1	Open page	I am able to navigate to, and access the Request for overtime page	
2	Request overtime	I am able to submit an application for overtime	
3	View request information	I am able to view information and track the approval statuses of a overtime request	
4	View my requests	I am able to see my submitted overtime requests	
<b>Comments, suggestions and recommendations</b>			



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**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 manage the records in modules I have access to based on my access rights (create, update, change statuses, delete, approve, decline, etc.)	
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 on the background	
12	Whenever I made a mistake in using some modules/parts of the system, I could easily make changes to correct them	
13	System information was effective in helping me complete the tasks and scenarios	
14	The system provided adequate information	
15	Based on my own observation, the system information across all modules I have on my access rights are accurate	
16	The interface (GUI) of this system is pleasant and modern	
17	I had a better experience in using the new UMIS as compared to the HR Bliz	
18	Overall, I am satisfied with this system	



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19	The system met my minimum expectations and I believe it is ready for release	
<b>Comments, suggestions and recommendations</b>		