System Test Case:   
**WORKFLOW - AUTOMATION**  
USER CASE: **TRIP TICKET**

|  |  |
| --- | --- |
| **Purpose:**  Verify the modules (all parts). | |
| **Test Run Information:**  **Tester Name:** Angelyn Mendoza  **Date(s) of Test:**  Location/server being used: Alegria Building | **Prerequisites for this test:** Login Module |
| **Software Versions: 1.0**  Software: N/A  Browser [used & those COTS supports]: Google Chrome v2.1; Internet Explorer  Operating System: Windows 7, Windows 8.1 and Windows 10 |
| **Required Configuration:** User must be system user for the Letter of Understanding Application |

**Table of Contents**

[**Introduction** 3](#_Toc519772740)

[**Contributors** 3](#_Toc519772741)

[**Version Control** 3](#_Toc519772742)

[**Distribution List** 4](#_Toc519772743)

[**Document Management for Reimbursement Ticket User Acceptance Testing** 5](#_Toc519772744)

[**1.0** **Logging in to Your SharePoint Site** 5](#_Toc519772745)

[**2.0** **Reimbursement – To Access Sales Site** 6](#_Toc519772746)

[**3.0** **Reimbursement – How to access LOU Library** 7](#_Toc519772747)

[**4.0** **Reimbursement – Applying for Reimbursement using Save Button** 8](#_Toc519772748)

[**5.0** **Reimbursement – Applying for Reimbursement using Cancel Button** 10](#_Toc519772749)

[**6.0** **Reimbursement - Approving Reimbursement using Approve Button** 11](#_Toc519772750)

[**7.0** **Reimbursement – Rejecting Reimbursement using Reject Button** 13](#_Toc519772751)

[**8.0** **Reimbursement – Viewing Reimbursement Library** 14](#_Toc519772752)

[**9.0** **Reimbursement– Report Generation (User and Immediate Superior Access)** 16](#_Toc519772753)

# **Introduction**

|  |  |
| --- | --- |
| Objective: | **User Acceptance Testing or UAT** will be conducted to Microgenesis to test implemented Workflow Automation. Actual users in the organization will be experiencing sequence of instructions and mark if it’s a pass or fail. Facilitator will be from Microgenesis Business System, who will guide user throughout the testing. This is also to know if there will be changes or error before launching to the organization to use.  Note: Screenshots used are examples for reference and guide for the whole UAT experience. |

# **Contributors**

|  |  |  |
| --- | --- | --- |
| **Role** | **Company** | **Name** |
| Project Lead | Microgenesis Business System | Angelyn Mendoza |
| Project Engineer | Microgenesis Business System | Nadin Liyan David |

# **Version Control**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Version** | **Author** | **Section** | **Amendment** |
| 07/18/2018 | 1.0 | L. David | All | Draft Document |
| 07/18/2018 | 2.0 | L. David | Distribution List | Draft Document |
| 07/18/2018 | 3.0 | L. David | Reimbursement Document Management | Final Document |

# **Distribution List**

|  |  |  |
| --- | --- | --- |
| **Microgenesis Business System** | | |
| Name: | Nadin Liyan David | |
| Position: | Developer | |
|  | | |
| Name: | Angelyn Mendoza | |
| Position: | Account Manager | |
|  | |  | |

# **Document Management for Reimbursement Ticket User Acceptance Testing**

|  |  |
| --- | --- |
| Type: | User Acceptance Testing for Reimbursement |
| Purpose: | The purpose of this document is to determine the completeness and to test if implementation of Workflow Automation is successful and is functioning properly throughout the organization. |
| Document Date: | 07/18/2018 |
| Project Name: | Reimbursement Workflow Automation |

## **Logging in to Your SharePoint Site**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **INSTRUCTION** | **OUTPUT** | **PASS** | **FAIL** | **REMARKS** |
| 1 | Open an internet browser (Internet Explorer, Google Chrome, Mozilla Firefox, etc.) and input epldt.sharepoint.com  Related image | \*User opens an internet browser and input mgenesis.sharepoint.com. Microsoft shall ask for user email. User shall be redirected to Microgenesis Site. | Pass |  | Working  **CHROME** |

## **Reimbursement – To Access Sales Site**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **INSTRUCTION** | **OUTPUT** | **PASS** | **FAIL** | **REMARKS** |
| 1 | To access Microgenesis site. Go to mgenesis.sharepoint.com    User shall input email to be redirected to Microgenesis Site | Microsoft shall ask for user email and to be redirected to Microgenesis Site.  User shall be directed to Sharepoint Portal. | Pass |  | Working |
| 2 | User shall select Sales Tile | Sales Site shall be loaded | Pass |  | Working |

## **Reimbursement – How to access LOU Library**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **INSTRUCTION** | **OUTPUT** | **PASS** | **FAIL** | **REMARKS** |
| 1 | *To access LOU Library*  User shall select Sales tile | Sales site shall be loaded on the screen | Pass |  | Working |
| 2 | User shall select “Letter of Understanding Library” | Library shall be loaded on the screen | Pass |  | Working |

## **Reimbursement – Applying for Reimbursement using Save Button**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **INSTRUCTION** | **OUTPUT** | **PASS** | **FAIL** | **REMARKS** |
| 1 | User shall select LOU Library | Library shall be loaded on the screen | Pass |  | Working |
| 2 | User shall select one LOU Application    User clicks edit | Form shall be loaded on the screen | Pass |  | Working |
| 3 | User clicks “Reimbursement” button    User shall add information on the provided field | Reimbursement form shall be loaded on the screen | Pass |  | Working |
|  | User clicks “Save” Button | Reimbursement shall be saved on the library and shall be send to Sales Manager for approval. | Pass |  | Working |

## **Reimbursement – Applying for Reimbursement using Cancel Button**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **INSTRUCTION** | **OUTPUT** | **PASS** | **FAIL** | **REMARKS** |
| 1 | User shall select LOU Library | Library shall be loaded on the screen | Pass |  | Working |
| 2 | User shall select one LOU Application    User clicks edit | Form shall be loaded on the screen | Pass |  | Working |
| 3 | User clicks “Reimbursement” button    User shall add information on the provided field | Reimbursement form shall be loaded on the screen | Pass |  | Working |
| 4 | User clicks “Cancel” Button | Reimbursement shall not be saved and user shall be redirected to Reimbursement Library | Pass |  | Working |

## **Reimbursement - Approving Reimbursement using Approve Button**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **INSTRUCTION** | **OUTPUT** | **PASS** | **FAIL** | **REMARKS** |
| 1 | Approver shall receive an email notification of Reimbursement request    Approver clicks form ID | Approver shall see the form id in the screen  Approver shall be directed to Reimbursement form | Pass |  | Working |
| 2 | Approver clicks “Approve” button | Form shall be saved then status shall be updated.  Email notification will receive by the User. | Pass |  | Working |

## **Reimbursement – Rejecting Reimbursement using Reject Button**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **INSTRUCTION** | **OUTPUT** | **PASS** | **FAIL** | **REMARKS** |
| 1 | Approver shall receive an email notification of Reimbursement request    Approver clicks form ID | Approver shall see the form id in the screen    Approver shall be directed to Reimbursement form | Pass |  | Working |
| 2 | Approver clicks “Reject” button | Rejected request shall be saved and process shall stop.    Email notification will receive by the User. | Pass |  | Working |

## **Reimbursement – Viewing Reimbursement Library**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **INSTRUCTION** | **OUTPUT** | **PASS** | **FAIL** | **REMARKS** |
| 1 | *To access Sales Site*  Under mgenesis.sharepoint.com  User selects “Sales” tile | Sales Site shall display on the screen | Pass |  | Working |
| 2 | *To Access Reimbursement Library*  User shall select “Reimbursement Library” tile | Reimbursement Library shall display on the screen | Pass |  | Working |

## **Reimbursement– Report Generation (User and Immediate Superior Access)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **INSTRUCTION** | **OUTPUT** | **PASS** | **FAIL** | **REMARKS** |
| 1 | *To access Sales Site*  Under mgenesis.sharepoint.com  User selects “Sales” tile | Sales Site shall display on the screen | Pass |  | Working |
| 2 | *To Access Report Generation Library*  User shall select “Report Generation” tile | Library shall display on the screen  Report generation tiles shall display on the screen | Pass |  | Working |
| 3 | *To Generate Reimbursement Report*  User/Immediate Superior shall select an Trip Ticket item from the list | Maintenance table for reimbursement shall display on the screen | Pass |  | Working |
|  | *To Generate Trip Ticket Report*  Click the “List” icon from the upper left side then select “Export to Excel”    User clicks the file and clicks enable | File shall be downloaded on your download folder  An Excel file shall pop-up on the screen. | Pass |  | Working |

|  |  |
| --- | --- |
| **USER:** | **FACILITATOR:** |
|  |  |
| **Angelyn Mendoza** | **Nadin Liyan David** |
| Account Manager | Developer |
| **Microgenesis Business System**  Date of UAT Completion:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Microgenesis Business System** |